

EEO CHECKLIST FOR SELF-ASSESSMENT AND PERFORMANCE PLANNING

This checklist is designed to maintain an awareness of EEO-related actions throughout the year. It is intended to be an aid to supervisors in assessing their own competencies and in maximizing achievements in EEO. Some sections may not be relevant to some supervisors; areas that are applicable can be used as a basis for performance planning.

EEO TRAINING:

Yes **N/A** **NO**

1. Within the past year, have you received training in any of the following content areas?

- EEO Laws and Navy Policies
- EEO Counseling
- Discrimination Complaint Procedures and Resolutions
- EEO Goals and Objectives
- Special Emphasis Training (Women, Hispanic, Black, and reasonable accommodations, etc)
- Prevention of Sexual Harassment
- Update Briefing on EEO
- AIDS Awareness
- Valuing Diversity

2. Have you sought assistance and arranged presentations or briefings on EEO topics for all members of your work group within the past year?

3. Have you attended any of the following Special Emphasis events at NAWCWD or in the community within the past year?

- Disability Employment Awareness month events
- Dr. Martin Luther King Holiday
- Black History Month events
- Women's History month events
- Hispanic Heritage month events
- Asian/Pacific American Heritage month events
- American Indian Heritage month events

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	<u>Yes</u>	<u>N/A</u>	<u>NO</u>
4. Have you encouraged your employees' participation in EEO training events, through publicity or announcements? Did you recognize those employees who participated in EEO events?	—	—	—
5. Have you participated as a member of any of the following groups in the past year?	—	—	—
---- Hispanic Employment Program			
---- EEO Advisory Committee			
---- Federal Women's Program Committee			
---- Black Employment Program			
---- EEO Counselor			
---- EEO Trainer			
---- EEO Panel Representative			
---- School Visitation Program			
6. Do any of your employees participate as a member of the groups listed above?	—	—	—
7. Have you requested assistance from support groups to help improve your EEO awareness, effectiveness, and accomplishments?	—	—	—
8. If you have subordinate supervisors, did you hold them accountable on EEO concerns on their performance plans?	—	—	—

AFFIRMATIVE EMPLOYMENT

9. Do you establish attainable hiring goals for your unit in areas of underrepresentation (minorities, women, and disabled employees)?	—	—	—
10. Did you seize an opportunity to attract women, minorities, or disabled applicants to apply for NAWCWD vacancies?	—	—	—

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(continued)**

	<u>Yes</u>	<u>N/A</u>	<u>NO</u>
11. Did you meet or exceed your hiring goals?	_____	_____	_____
12. Have you hired employees through any of the following programs within the past year?	_____	_____	_____
---- Student Educational Employment Program			
---- Disabled/Disabled Veterans Employment Program			
---- Job Training Partnership Act Program			
13. Have you requested that your PMA do targeted Minority/female recruiting outside NAWCWD?	_____	_____	_____
14. Have you recruited or hired any women for traditionally male occupations (i.e., Wage Grade, Fire/Police) with the past year?	_____	_____	_____
15. Have you encouraged or counseled current women, minorities, and disabled employees or applicants to apply for jobs with advancement potential?	_____	_____	_____
16. Have you referred any minorities, women, or disabled employees or applicants to other selecting officials for developmental job placements?	_____	_____	_____
17. Have you contacted the EEO Office about contracting with a Historically Black College or University/Minority Institution?	_____	_____	_____
18. Have you restructured any job functions to accommodate any employee's disability?	_____	_____	_____
19. In the past year, have you purchased assistive devices, made architectural modifications, or other accommodations for disabled employees?	_____	_____	_____

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EEO COMPLAINTS

	<u>Yes</u>	<u>N/A</u>	<u>NO</u>
20. In the past year, have you recognized and corrected internal problems in order to avoid potential complaints?	_____	_____	_____
21. In the past year, have you resolved informal complaints, working with an EEO Counselor?	_____	_____	_____
22. Have you visually inspected your units' work site for pictures, posters, cartoons, etc., that could provide a basis for complaints of sexual, racial, or ethnic discrimination (and removed the inappropriate material)?	_____	_____	_____
23. By your example or direction, have you conveyed to your employees a clear message that telling jokes of a racial, ethnic, or sexual nature is not acceptable behavior at the work site?	_____	_____	_____
24. Have you posted NAWCWD'S EEO poster and Prevention of Sexual Harassment poster in Accessible locations?	_____	_____	_____
25. In the past year, have you reviewed interview questions for their currency, job relatedness, and applicability to the position?	_____	_____	_____
26. Have you based your decisions that impact employees' recruitment, hiring, training, development, and promotions entirely on <u>job-related</u> factors?	_____	_____	_____
27. Within your work group, have you publicized and promoted career counseling and academic opportunities at NAWCWD?	_____	_____	_____

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(continued)**

	<u>Yes</u>	<u>N/A</u>	<u>NO</u>
28. Have you used Individual Development Plans (IDP's) to assist employees who are underdeveloped in reaching their potential?	_____	_____	_____
29. Have you used details or project assignments to expand employees' abilities?	_____	_____	_____
30. Have you disciplined or corrected "problem" employees, regardless of their age, race, sex, or handicap status?	_____	_____	_____
31. Have you made any other contributions in this year in support of EEO objectives?	_____	_____	_____
32. Have you ensured that all new appointees receive the proper orientation and on-the-job training?	_____	_____	_____
33. Have you made your employees and managers aware that EEO policies are a positive benefit to the work force?	_____	_____	_____